



EMPLOYEE'S RECORDS CLEARANCE

INSTRUCTION: This form must be completed and presented to the facility Records Officer before employee separates from the Department of Veterans Affairs (VA), and certifies that the departing employee is not removing Federal records from VA custody.

1. NAME OF EMPLOYEE	2. SERVICE, DIVISION AND SECTION <i>(Include mailing symbol)</i>	3. DATE
4. TITLE OF POSITION	5. STATION NO.	
6A. SIGNATURE AND TITLE OF SUPERVISOR	6B. DATE	
CERTIFICATION: <i>I hereby certify that I am aware of the criminal penalties for the unlawful removal of Federal records (18 U.S.C. 2071) and that I do not have any VA records in my custody.</i>		
7. SIGNATURE OF EMPLOYEE	8. DATE	
9. SIGNATURE OF RECORDS OFFICER	10. DATE	